

INFORMATION BULLETIN

WORKFORCE INVESTMENT ACT

Number: WIAB05-68

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TO: WORKFORCE DEVELOPMENT COMMUNITY

SUBJECT: WIA UI DATA CONSENT AUTHORIZATION FORM PROCESS

The purpose of this information bulletin is to provide guidance on how to avoid common errors when requesting data through the process outlined in Workforce Investment Act (WIA) Directive [WIAD05-10](#), *Release of Confidential Unemployment Insurance (UI) Information* (October 21, 2005). This directive outlines the process for obtaining UI information using a signed WIA Data Consent Authorization Forms (DCAF). There have been delays in the processing of some requests because incomplete forms must be returned to the requestor for additional information.

Please carefully review the DCAF for:

- Missing data
- Illegible entries
- Letter Head (including an address in the letter head)
- Invalid signature dates (missing or requestor signed form before applicant signature date)
- Missing signatures
- Invalid location codes (missing or code has not previously been established via the "Request to Assign or Change Location Code" Form)

If the applicant has a UI claim, the requestor should provide the name used by the applicant on the UI claim as well as any other name(s) used in the last two years.

Additional items to consider:

- Location codes must be up to date
- All updates to location codes should be submitted to the Workforce Investment Division per WIA Directive WIAD05-10. Location codes must be up to date.
- Only requestors needing UI information for the WIA program should use the UI fax number.
- A cover letter is not needed when faxing requests.

EDD is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Special requests for services, aids, and/or special formats need to be made by calling (916) 654-8055 (Voice) or (916) 654-9820 (TTY).

Please note that the UI DCAF process is still a pilot. A new UI DCAF will be issued by mid-March changing the fax number for submission of the UI DCAF. Please watch for these revised instructions.

If you have any questions, please contact your [Regional Advisor](#) at (916) 654-7799.

/S/ BOB HERMSMEIER
Chief
Workforce Investment Division